Revised 15 JAN 03 For The NICOP Selection Process

EXECUTIVE SUMMARY: NICOP is a grant funding mechanism by which ONR GLOBAL supports USN objectives through int'l Science & Technology (S&T) collaborations. Collaborations are sought which match complementary strengths between US & Int'l S&T providers for the mutual benefit of all participants. NICOP encourages mutually beneficial, int'l S&T collaboration by providing up to half of the total US funding for int'l researchers over the course of a project. International researchers are not required to contribute any funds towards a NICOP request although such contributions in actual funding or in kind support are encouraged. NICOP requests are not to exceed 3 years, but NICOP funding does not have to be the same each year. In order to 'prime the pump' requests may get up to 100% of the first year US funding from ONR Global/NICOP for int'l participants in new, or expanded, collaborative S&T projects. NICOP AWARDS ARE COMPETITIVE, for example, in FY2003; there were over 63 requests received and 25 requests selected for funding from approx. \$1.5 M available. Guidelines for submitting NICOP requests are available on the ONR Global web site (http://www.onrGlobal.navy.mil) and detailed below.

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- 1. **OBJECTIVES:** NICOP is intended to:
 - a. augment US Department of Navy (DoN) Corporate S&T Thrusts;
 - b. address other stated DoN S&T needs:
 - c. develop long-term relationships between ONR & int'l S&T sponsors;
 - **d.** establish relationships with next generation int'l S&T leaders.

2. BACKGROUND

a. ONR GLOBAL MISSION is to serve as the DoN resource for enhancing Global S&T connectivity. Mechanisms for fulfilling this mission include: ONR GLOBAL staff liaison visits; reports & assessments; financial support for visits between int'l and US researchers; and support for int'l workshops and conferences. Through

ONR NAVY-WIDE PRIORITIES

NICOP will consider requests in all disciplines, but special attention will be provided to FY2002 NICOP Requests that address the following ONR high priority disciplines:

Naval architecture & shipbuilding (including electric warship)

Communications, command & control, computer science and electronics, optics and radar

Human factors, knowledge-based & learning sciences

Atmospheric & space sciences, oceanography, including underwater acoustics

Materials science

Manufacturing technologies

Bio-sciences/Naval Medical

- STEP and CSP, the ONR GLOBAL supports identification and co-planning of int'l opportunities for collaborative S&T efforts that in turn support disciplines of interest to the U.S.Navy. NICOP supports collaboration between US and int'l researchers by cost-sharing the US portion of the int'l costs. Although participation in the STEP and CSP programs is not essential to a successful NICOP candidacy, it can be helpful.
- b. REQUEST SOURCES: NICOP responds only to requests for cost-sharing from US Navy sponsors, NOT to requests from Int'l researchers (PI - Principal Investigators). Thus all final NICOP requests are expected to be of high technical merit, since they have already been screened by the ONR Program Officer (PO) or NRL Research Manager (RM) who will manage the resulting program.
- c. **COST-SHARING PHILOSOPHY:** NICOP fosters significant new collaborations and long term int'l partnerships. NICOP is structured to provide up to 50% of the total US share of the int'l costs of such new collaboration.
- d. **HISTORIC RELATIONSHIPS**: The key to a successful NICOP project is putting together new int'l teams to address problems of mutual interest which also address Navy S&T objectives. NICOP is not intended to continue projects already underway. When a request is made for support of a US-Int'I team who have previously worked together, or are presently collaborating, the

proposed project must clearly involve new ideas, new funds for the new start, and the introduction of new participants.

- e. **NICOP FOCUS AREAS**: Because NICOP strategy addresses int'l collaboration over a wide range of S&T and geographic areas, cost-sharing priorities can be expected to change over time. ONR GLOBAL, with ONR-HQ, define Focus Areas for emphasis. ONR GLOBAL can provide assistance to sponsors in developing Focus Area requests through CSP supported workshops. **Focus Areas will emphasis ONR Navy-Wide Priorities listed earlier in this document**.
- f. NICOP NOT A STAND-ALONE PROGRAM: NICOP is intimately tied to the DoN S&T strategy and provides cost-sharing to other DoN sponsors to encourage them to take advantage of int'l opportunities. Since DoN, through ONR-HQ, manages a single integrated S&T program, ONR GLOBAL can only help with coordination and identification of opportunities, but does not initiate or manage research programs. For

TYPICAL NICOP SCENARIO

- ONR GLOBAL establishes contact with Int'l PI.
- ONR GLOBAL coordinates initial Int'l PI & USN S&T counterpart discussions via STEP.
- ONR GLOBAL hosts int'l workshop/conference to address collaborative S&T issues via CSP.
- Int'l PI + US PO develop Plan of Action & Milestones. NICOP request is prepared.
- US PO submits NICOP request to ONR GLOBAL for review & possible acceptance.
- If accepted, US PO + Int'l PI develop Formal NICOP Proposal and appropriate contracts.

this reason, NICOP requests MUST include an endorsement from the appropriate Program Officer (PO) or Research Manager (RM). Endorsements must ID the intended project contribution to Navy's S&T program.

- g. **SELECTION CRITERIA:** Requests are judged on:
 - i. relative technical merit,
 - ii. contribution to Navy needs and DoN S&T objectives,
 - iii. overall balance,
 - iv. potential for initiating new long term collaborations, and,
 - v. ability to match complementary strengths and provides mutual benefit to all participants and sponsors.

3. ROLES AND RESPONSIBILITIES

 a. WHO SUBMITS THE REQUEST? NICOP cost-sharing requests must come from a US Sponsor at ONR or NRL, regardless of the source of matching funds. Requests directly from int'l participants, without commitment from a US

sponsor to share costs with NICOP, will NOT be considered. However, ideas for projects can be generated by US or int'l researchers, sponsors, or ONR GLOBAL.

- b. INT'L PRINCIPAL INVESTIGATOR (PI): US Sponsors often seek int'l participation in their program to complement approaches of US researchers or to take advantage of int'l technological developments and capabilities. ONR GLOBAL will help identify candidate int'l researchers and sponsors, and assist with coordination through ONR Global's Country/Opportunities Database, liaison visits, STEP or CSP opportunities. Int'l researchers interested in NICOP support must identify their collaborators; define their project; and, convince a US sponsor to provide the cost share. ONR GLOBAL can help by directing the researcher to potential sponsors. By providing:
 - i. STEP support, ONR GLOBAL can enable an int'l researcher to visit potential US collaborators and sponsors; **Example: NICOP** and/or,
 - ii. CSP support for workshops and conferences that address S&T issues and allow parties to develop a plan of action and milestones for future work.
- c. ONR GLOBAL LEVEL OF SUPPORT: The NICOP contribution to a project is limited to not more than 50% of the total US share of the costs of the int'l participants. NICOP can provide up to 100% of the US share of the costs of the int'l participants for the 1st year of the project.

Funding

ONR Code XX: agrees to fund \$25K for an Int'l Researcher's work

NAVSEA is also willing to fund \$25K for additional work from the same Int'l Researcher NICOP will fund an additional \$50K for the Int'l Researcher

TOTAL US Commitment: \$100K

d. NICOP IS INTENDED TO SUPPORT salaries or other expenses of the int'l participants. The cost sharing provided by the US Sponsor(s) must normally

be clearly identified as funds to be used expressly and solely by the int'l participants on the proposed project. Any US sponsor (agency, university, industry, etc.) may provide matching funds. NICOP funds may be used to support US activities only under exceptional circumstances and then, only with the express approval of the ONR GLOBAL Technical Director.

Example: NICOP Funding for a multi-year project:

NICOP agrees to fund \$50K for the Int'l Researcher in a 3-year project that has a total US Int'l Commitment of \$100K.

With proper assurances from the other US Partners, all of the \$50K NICOP contribution could be provided in the 1st year, with the remaining US (Non-NICOP) funds made available in follow on years.

- e. **FRONT LOADING THE NICOP CONTRIBUTION:** NICOP can pay up to 100% of the US share of int'l costs during the first year. This 'priming the pump' is intended to provide S&T managers time to include second and third year collaboration costs in their budgets. NICOP funds will not be awarded for periods longer than three years. Established collaborative projects and teams, when productive, are expected to become part of the sponsor's regular program.
- f. **ONR GLOBAL TECHNICAL DIRECTOR** is responsible to the ONR GLOBAL Commanding Officer for managing the program. His duties include updating and disseminating the guidance, responding to inquiries, evaluating requests and recommending awards.
- g. ONR HQ ONR GLOBAL COORDINATOR is responsible for arranging for fund transfers to US sponsors.
- h. NOTIFICATION & FUND TRANSFERS: For the competition the successful requesting ONR/NRL Sponsor will be notified of the amount and duration of the NICOP award NLT 25 September 2004. If the Sponsor decides to proceed as proposed with the ONR GLOBAL support, the sponsor must provide the ONR GLOBAL-HQ coordinator with the information needed to execute funds transfer. If the Sponsor decides the NICOP award is inadequate to permit the program to proceed as planned, the funds will be released for other NICOP awards. ONR/NRL Sponsors are expected to complete funding transfers to the Int'l participant within 60-days of notification, otherwise funds may be recalled and provided to alternate NICOP candidates.
- i. **FUNDING OF INT'L PI**: Requesting US Sponsors should be aware that getting funds to the int'l participant occasionally presents a problem. Procedures that have been successfully used include:
 - Sub-contracts under the grant or contract to the involved US university, institute or company;
 - ii. Grants, contracts, or other agreements issued by ONR Headquarters (or the headquarters of other agencies with which the sponsor is affiliated);
 - iii. Contracts issued by a Navy Laboratory or Warfare Center;
 - iv. Contracts issued by NRCC, Eastcote, UK, which provides contracting services for ONR GLOBAL in Europe;
 - V. Cooperative Research and Develop US industry partners are involved ar are met.

Calendar of Events

15 July: Requests due to ONR GLOBAL-London

20 July – 25 September: Request Evaluations

25 Sep – Mid Oct: Management Review & Award Announcement

4. NICOP REQUEST SUBMISSION DEADLINES: NICOP requests, in the format provided below, must reach ONR GLOBAL not later than 15 July 04. NICOP requests received after 15 July 04 will not be considered. Award announcements are expected NLT 25 September 2004

5. POST AWARD REPORTING REQUIREMENT

- a. CONTRACTS: It is the requesting US Sponsor's responsibility to obtain all int'l collaboration requests and make all contractual arrangements. Procedures must be conducted in accordance with the ONR Broad Area Announcement (BAA) For Long Range Scientific Projects or with appropriate BAA or RFP issued by the sponsor's agency (http://www.onr.navy.mil/).
- b. ANNUAL REPORTS: ONR GLOBAL requires an annual report (in sponsor's format) for each year of each NICOP project. Reports should be sent to the address provided in paragraph 7 and to the appropriate ONR GLOBAL Associate Directors.
- c. POST AWARD PROJECT MANAGEMENT: In order to better serve future NICOP requirements and selection processes ONR GLOBAL Associate Directors, from appropriate disciplines, will remain involved and work together with the ONR/NRL PO/RM. Involvement will continue throughout the life of the NICOP in project reviews, assessments and evaluations.
- 6. MEASURES OF EFFECTIVENESS (MOE): NICOP requests must contain a brief description of the MOEs to be used to measure project success. MOEs are typically schedules of deliverables, goals, and performance milestones that will be used to indicate the progress of the work. The intention is to have a schedule of tangible items that can be used as the MOE.
- 7. **NICOP CONTACT INFORMATION:** email to: nicop@onrglobal.navy.mil (or) mail electronic format (i.e., disk, zip disk, CD-ROM, ...) to: Office Of Naval Research Global
- 8. **NICOP REQUEST FORMATS:** Requests must be no more than 4 pages in Microsoft Word format. Full Proposals need not accompany requests. Many int'l collaborative projects are best finalized in formal proposals after the available funding has been determined, i.e., after it is known whether or not a NICOP award has been won. The simple request, per the format, is adequate. Adequate technical and administrative detail can be provided in this format to enable a decision. Note: Electronic Requests Preferred. All the following elements are required to be addressed in the Request.

ELEMENT	DEFINITION	GUIDELINES						
1. Requesting US Sponsor	The ONR Program Officer (PO) or NRL Research Manager (RM) who prepares and submits the request for NICOP consideration. This is often done with the help of the Int'l PI	 Include name, organization, and contact info & e-mail address. PO/RM must have managerial responsibility for S&T related to the project at his or her organization. PO/RM is responsible for co-planning with relevant int'l sponsors, and for providing the shared costs, whether from funds the PO/RM directly controls, or through coordination with other sponsors. If an award is made, NICOP funds will be transferred to the Sponsor who will be responsible for all grants or contracts for managing the program, and for responding to GLOBAL requests for information on progress ONR GLOBAL will provide assistance as requested & will usually direct all follow-up communications to the Requesting US Sponsor. 						
2. Project Title	A short title is needed for easy but consistent reference to the project. Title should convey the most salient features of the project	Note, that since the title will be the common reference used by all the evaluators during the selection process it should capture the essence of the request.						
3. Int'l Institutions, Principal Investigators (PI) "Institution" means any organized body of researchers, whether public or private		 Be sure to include name, organization, and contact info, especially e-mail address. Project must provide for face-to-face exchange of technical expertise & perspective among participating US & Int'l scientists & engineers. Collaborations should be mutually beneficial, and match complementary strengths. Int'l participants may be from any nation other than the US. Substantial portions of the research must be accomplished outside of the US. 						
4. Participating US Institutions & PI	USN Laboratory, USN Warfare Center, US University, or other US Institution	Be sure to include name, organization, and contact info, especially e-mail address.						

ELEMENT	DEFINITION	GUIDELINES
5. Funding & Sharing	Provide a matrix showing, by fiscal year of the project, who is paying for what, how the sharing is divided, and where and how the NICOP award is to be spent. See suggested format listed below. NICOP requests must clearly indicate the: • Amount of support requested from NICOP by year; • Proposed uses of NICOP support; • Total US funding to be provided to int'l participants by year; • Total non-US funding for the overall project, and, • Sources of the non-NICOP support.	 ONR GLOBAL recognizes there are occasions where both the US & int'l Pls are fully supported in their basic research program by their own sources. However, the collaboration may entail additional costs, such as post docs, students, equipment, travel, or workshops. 100% of the NICOP funds are intended for int'l participants. Int'l contributions to the collaboration are important. The most important aspect of int'l participation is co-planning by sponsors to ensure that the projects provide mutual benefit to the contributing nations. Other contributions can include direct funding, equipment, facilities, etc. ONR GLOBAL recognizes that not all nations have the same capability to support R&D, and that their procedures vary widely. Not all cost sharing is required to come from an ONR source. ONR/NRL sponsors are encouraged to seek cooperation with and support from other agencies. Other government agencies, universities, industry and philanthropic organizations can participate in sharing. NICOP's primary focus is the initiation of collaborative research projects and therefore the Requesting Sponsor is expected to be able to program for support of successful work in the out-years.
6. Impact On Navy Programs	If S&T is successful, describe the potential impact on the Future Naval Capabilities, Grand Challenges and/or the Command Capability Issues.	NICOP is an ONR GLOBAL program, and the projects it supports must be important to DoN S&T. Therefore all requests must have a comment from an appropriate ONR Program Officer or NRL Research Manager (Requesting Sponsor), discussing how the project will enhance the DoN S&T program. Note the Navy Thrust, FNC, CCI, and/or CNR Priority addressed.
7. Back- Ground & History	Provide perspective and rationale for the project.	Describe previous work and interactions relevant to the project
8. Objectives &	Describe project	Discuss nature, extent, and timing of collaborations
Interactions	objectives, work to be performed by each party, and milestones	Describe project initiation, including co-planning with int'l sponsor and GLOBAL involvement
	party, and missiones	Relate the project's objectives to DoN Corporate Thrusts
		Describe other ongoing work in the field and how the proposed work differs and/or contributes Comment on importance, uniqueness, technical merit, etc
		List applicable Data Exchange Agreements and/or Memorandum of Understanding, if the project is military-to-military
		Provide adequate info for reviewers to understand the nature of the project, its impact and the contributions of each participant.
		The nature of the proposed new collaboration, and its long term contribution to the interests of participating nations, are critical aspects of the request. If the project directly involves military laboratories in both the US and the partner nation, the request must cite the Memorandum of Understanding or Data Exchange Agreement under which the work will be conducted.

ELEMENT	DEFINITION	GUIDELINES
9. Intellectual	Describe if not detailed in attached proposal	IPR are a significant issue for all projects that anticipate results beyond new knowledge that is published in the open literature.
Property Rights (IPR)		IPR are often overlooked or treated as unimportant by Requesting Sponsors. However, int'l participants are typically very concerned about IPR, and this issue must be addressed early and completely.
		NICOP projects are designed to match complementary strengths, provide mutual benefit, and should ultimately lead to codevelopment. The interests of all parties must be protected, and IPR must be carefully considered in determining the nature as well as the details of the collaborative arrangement.
		ONR GLOBAL has an IPR lawyer who can provide advice, although in all cases, final negotiations and decisions will be made by the contracting office that supports the Sponsor.
		Must be addressed in the request. Remarks should demonstrate Sponsor fully comprehends the value of the IPR involved and the participants relative roles & concerns
10. ONR/NRL Requesting Sponsor	PO/RM MUST comment on: project's relationship, contribution to DoN S&T	It is worth reiterating that although there are no constraints on the affiliation of the source of US matching funds, NICOP is a DoN S&T program, and the awards must meet Navy needs as interpreted and implemented by the CNR.
Comment	Program; and, previous experience with the Institutions/PIs	For these comments to be effective, they must describe the contribution of the project to the DoN S&T Corporate Thrusts
11. Measures of Effectiveness	Provide project MOE that will be used by the US & Int'l team to gage	Request should address how the project will determine success/ failure. Include project milestones that need to be achieved throughout the life of the project, not just the completion.
	progress & success.	 Provide simple statements that will summarize how the project manager will review program milestones in order to gage the success of the goals, schedule, performance and deliverables.
12. BAA - Broad Area	Identify the BAA or RFP under which the	Refer to the ONR BAA Home page for details. http://www.onr.navy.mil
Announcement	proposal was or will be obtained.	BAAs are public notices requesting support in either specific requirements or general issues.
13. Full Proposal	Not Required Until After Formal Selection	Full Proposals need not accompany requests. Many int'l collaborative projects are best finalized in formal proposals after the available funding has been determined, i.e., after it is known whether or not a NICOP award has been won. The simple request, per the format, is adequate. Adequate technical and administrative detail can be provided in this format to enable a decision.

NICOP is not intended to fund US Participants

SUGGESTED FORMAT FOR FUNDING TABLES

Table 1: US & Int'l Sources & Recipients of Funding by FY All table cells are to be completed. Explanations provided for key cells.

	US & Int'l Recipients of Funding by FY							
	TC	TAL	FY03				FY05	
Sources of Funding	US	Int'l	US	Int'l	US	Int'l	US	Int'l
ONR GLOBAL NICOP	\$ 0.0K	/	\$ 0.0K		\$ 0.0K		\$ 0.0K	
ONR HQ	,							
NRL								
Other US (e.g., NAVSEA)	X							
Total US Funding				/				
Funding From Int'l Sources								
ONR GLOBAL NICOP Funding requested to support Int'l PI in FY 03 + + FY05 = Total	\	ONR HQ Funding approved to support US participation in project				ONR HQ Funding approved to support Int'l PI participation in project		

DEFINITIONS & LINKS:

- BAA: Broad Area Announcement (http://www.onr.navy.mil/)
- CSP: Conference Support Program (http://www.onrglobal.navy.mil)
- NRL: Naval Research Laboratory, Washington DC (<u>www.nrl.navy.mil</u>)
- ONR HQ ONR GLOBAL COORDINATOR: (<u>nicop@onr.navy.mil</u>) responsible for arranging for fund transfers to US sponsors.
- ONR: Office of Naval Research, Arlington VA (www.onr.navy.mil)
- ONR GLOBAL TD TECHNICAL DIRECTOR: (techdir@onrglobal.navy.mil), responsible to the ONR GLOBAL Commanding Officer for NICOP program management. This includes updating and disseminating guidance, responding to inquiries, evaluating requests and recommending awards
- ONR GLOBAL: Office of Naval Research Global, London UK (www.onrglobal.navy.mil)
- STEP: Scientist and Technology Engagement Program (http://www.onrglobal.navy.mil)

FREQUENTLY ASKED QUESTIONS

What is the most common mistake found on NICOP requests? Mistakes in the funding distribution. Mistakes are seen in listing the funds (i.e., US or Int'l) that qualify for matching funds from NICOP. If you have any doubt or questions please contact the appropriate ONR GLOBAL Associate Director.

Who may apply for a NICOP Grant? Only ONR and/or NRL Program Sponsors may apply, but collaboration ideas can be initiated at most any level within the US or Int'l S&T community. Bottom Line: If an ONR/NRL sponsor can be convinced an int'l collaboration is worth while it can be submitted for evaluation.

Who initiates initial contact between the US Sponsor & the Int'l Participant? It can be done in many ways. Normally the Int'l participant can approach ONR GLOBAL for assistance and an introduction to the correct ONR/NRL point of contact; (or) the US Sponsor can approach the Int'l participant directly; (or) the Int'l participant can approach the NRL/ONR Sponsor directly.

What is the difference between a NICOP Request and a NICOP Proposal? A NICOP Request, which is addressed in this document, is the initial document presented to ONR GLOBAL that briefly describes the project to be undertaken. It is the document used to evaluate and select the final candidates for award. The NICOP Proposal is the longer, more formal document that is submitted for funding by the US and Int'l Team after being selected for a NICOP award grant.

When are NICOP Requests due to be submitted? No later then 15 July 2004.

When are <u>NICOP Proposals</u> due to be funded? As soon a possible after notification of selection, but usually within 60 days of selection (Approx. mid-Dec04).

How much NICOP funding is available in ? The budget process is still being assessed, but funding will probably be less then FY03 when approx., \$1.5 M was available for new NICOP projects.

Can you help with the funding matrix? The following example has these conditions:

- ONR Code XX will provide \$50K per year for 3 years for the US Researcher and \$25K per year for the Int'l Researcher = Total funding is \$75K per year for the 3-year project.
- NAVSEA will fund \$25 K per year for the US researcher and \$25K for the Int'l Researcher. Total funding is \$50K per year for the 3-year project.
- The Int'l group will fund \$10K per year in addition to the Int'l Researcher's work.
- The project is asking for matching funds from NICOP.

Table 1: US & Int'l Sources & Recipients of Funding by FY

All table cells are to be completed.

	US & Int'l Recipients of Funding by FY							
	TOTAL		FY03				FY05	
Sources of Funding	US	Int'l	US	Int'l	US	Int'l	US	Int'l
ONR GLOBAL NICOP	\$ 0.0K	150.0	\$ 0.0K	50.0	\$ 0.0K	50.0	\$ 0.0K	50.0
ONR HQ	150.0	75.0	50.0	25.0	50.0	25.0	50.0	25.0
NRL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other US (i.e., NAVSEA)	75.0	75.0	25.0	25.0	25.0	25.0	25.0	25.0
Total US Funding	225.0	300.0	75.0	100.0	75.0	100.0	75.0	100.0
Funding From Int'l Sources	0.0	\$30	0.0	\$10	0.0	\$10	0.0	\$10

Can NICOP Funding Support US Participants? NICOP funds are normally intended for the exclusive use by the Int'l participants in collaborative efforts.

Does NICOP funding have to match Non-NICOP funding year-by-year? No. The total NICOP funding has to be equal to no more the Non-NICOP US funding over the life of the project, but the NICOP portion can be provided as needed (e.g., all at once in the first year) with the non-NICOP funds being provided in later years.

What is the range of funds provided to an individual NICOP effort? In FY03 there were approx. 25 new starts with a median cost of \$76K each. Some were for multi-\$100K, others much lower.

How can I improve success in being awarded a NICOP grant? The easiest way is to establish an early and active dialog with the appropriate ONR GLOBAL Associate Director in the discipline to be addressed in the request (i.e., Naval architecture, materials, oceanography, electronics, ...).

Is there a requirement for Int'l Funding (i.e., Non-US agency contributing resources) in a NICOP Project? No, but it is appreciated as a sign of true collaboration.

Will NICOP Match int'l contributions or funding in a NICOP Project? No. NICOP will only match other US funding?